

**CORRECTIONAL OFFICER**  
**JOB ANALYSIS**  
**BACKGROUND INFORMATION**

**Date of Study:** June 1990

**Collective Bargaining Identification:** Bargaining Unit 6

**Job Analysis Conducted By:** Beverly J. Bair

**Number of Incumbents:** There are 22,832 incumbents in this classification Pursuant to California Department of Corrections and Rehabilitation (CDCR) Filled/Vacant Position Report dated December 31, 2005.

Note: At the time this job analysis was conducted the CDCR Filled/Vacant Position Report was not available.

**Names of the Subject Matter Expert(s) and their background:**

MARIE BROOKS-TABBS, California Medical Facility

TRUDY HUFF, Sierra Conservation Center

DEAN JOHNSON, Parole Region III

MURIEL MARTIN, California State Prison, San Quentin

JOE ORTEGA, Deuel Vocational Institution

DWAYNE ROBINSON, Mule Creek State Prison, Ione

HERB RODRIGUEZ, California Institution for Men

MARVIN STANTON, Pelican Bay State Prison

MIKE STEPHEN, Pelican Bay State Prison

ANNA SWEENEY, Richard J. Donovan Correctional Facility

MICHAEL THOMAS, California State Prison, Folsom

ANGELA WALLACE-WILLIAMS, California State Prison, Corcoran

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**INFORMATION GATHERING**

The initial list of tasks and knowledge, skills & abilities statements were identified after conducting a literature review which consisted of:

- State Personnel Board Class Specification
- Correctional Officer Past Job Analysis
- Board Calendar Item Establishing/Revising the Class
- Federal and State Employment Laws
- Class Size and Ethnic/Sex Distribution Statistics (SPB Report 3105)
- Maine Criminal Justice Academy, Entry-Level Corrections Officer Task Analysis and Training Standards Validation, 1985
- State of Florida, Department of Law Enforcement and the Criminal Justice and Standards Training Commission
- California State Personnel Board, Correctional Officer Validation Study, 1975
- California Board of Corrections, Standards and Training for Corrections Programs, 1983